

**BYLAWS
of the
WISCONSIN URBAN FORESTRY COUNCIL**

Article I : Name

The name of this organization shall be "Wisconsin Urban Forestry Council", hereinafter referred to as the Council.

Article II : Purpose and Goals

1. The purpose of the Council is to advise the Wisconsin State Forester and Department of Natural Resources on the best ways to preserve, protect, expand and improve Wisconsin's urban and community forest resources, as authorized by Wisconsin Statute 15.04 (1)(C).
2. The Council shall advise and assist the State Forester to develop, implement, monitor and revise a state urban forestry plan.
3. The Council shall advise and assist the State Forester on activities to further the understanding, appreciation and practice of urban forestry in Wisconsin.
4. The Council shall strive to assist all parties involved in urban forestry matters to coordinate activities to avoid duplication, inefficiency and conflict, with the ultimate goal of the betterment of the urban forests in Wisconsin.

Article III : Membership

1. The Council shall be composed of at least twenty-four (24) appointed, voting members and two (2) ex-officio, non-voting members as follows:

- 1 member from the Wisconsin Arborist Association
- 1 member from the Wisconsin Landscape Federation
- 1 member from the Wisconsin Parks and Recreation Association
- 1 member from the Wisconsin Chapter of the American Society of Landscape Architects
- 1 member from the League of Wisconsin Municipalities
- 1 member from the University of Wisconsin
- 1 member from the University of Wisconsin Extension Service
- 1 educator
- 2 municipal arborists, one representing a community of less than 50,000 population
- 1 commercial arborist
- 1 utility arborist
- 1 member from the Department of Transportation
- 1 member from the Department of Agriculture Trade and Consumer Protection
- At least 10 members at large to represent volunteer, service or environmental groups; home builders/developers; city planners; the media and interested Wisconsin citizens.
- 1 USDA Forest Service Midwest Urban Forestry Coordinator, ex-officio, non-voting
- 1 Wisconsin DNR State Urban Forestry Coordinator, ex-officio, non-voting

2. The term of a Council member shall be 3 years. The number of terms any member can serve is unlimited.

3. A member of the Council may attend the meetings of the Council, vote upon questions that are considered by the Council and serve on and vote in committees established by the Council.

4. No member of the Council other than the Chair of the Council may speak in the name of the council or act in its behalf without the prior authorization of the Council or its officers.

5. Vacancies in the Council will be filled for the remainder of that term by appointment by the Secretary of the DNR.

Article IV : Officers

1. The Council officers shall be the Chair, Vice-Chair, immediate Past Chair and Executive Secretary. The Chair, or Vice-Chair in the absence of the Chair, shall preside at all meetings of the Council. The Chair shall vote only in the event of a tie. The Executive Secretary shall keep minutes of all Council meetings, maintain records of attendance at all meetings, safeguard all documents, and make reports as directed by the Council.

2. The Chair, Vice-Chair and Past Chair shall each serve terms of two years. The office of Executive Secretary shall be permanently assigned to the Wisconsin DNR State Urban Forestry Coordinator and shall be a non-voting office.

3. The Chair and Vice-Chair shall be elected from the Council by a majority vote of the Council at the first meeting of the fiscal year.

4. The Chair, with the advice and assistance of the Vice Chair, shall:

- set the agenda for each meeting of the Council. Additional agenda items may be submitted by any Council member.
- appoint members of ad hoc committees and assign duties to such committees with approval of the Council.
- serve as spokesperson for the Council.
- supervise preparation of reports containing Council advice on urban forestry matters, subject to approval by the Council.
- do such other things as may be authorized or requested from time to time by a vote of the Council.

5. The Past Chair shall serve as the chair of the Nominating committee and as a member of the Executive committee.

Article V : Meetings

1. The Council shall meet at least quarterly, on dates determined by the chair. Fifty-one per cent (51%) of the appointed voting members of the Council shall represent a quorum.

2. The Council shall plan and conduct an annual urban forestry conference with the purpose of providing and sharing information and ideas on urban forestry.

3. All meetings shall be open to the public.

Article VI : Publications

1. The Council shall issue an annual report to the State Forester in June of each year.

2. The Council from time to time may issue additional publications that are consistent with the purposes and goals of the Council.

Article VII : Committees

1. The standing committees of the Council shall be:

A. Annual Conference

The Annual Conference committee shall arrange for the facilities and plan the program of the Annual Conference.

B. Nomination and Orientation

The Nomination and Orientation committee shall prepare a slate of qualified candidates, as directed by the Chair or to fill vacant Council positions, for Council approval and forwarding to the Secretary of the DNR. The committee will be responsible for orienting new and prospective members to the Urban Forestry Council.

C. Urban Forestry Annual Awards

The Urban Forestry Annual Awards committee shall solicit award nominations for outstanding individuals, organizations and communities that further urban forestry in Wisconsin. The nominations shall be considered for awards according to the criteria of the categories approved by the Council. Award recipients, chosen by the committee, shall be presented at the Annual Urban Forestry Conference.

D. Communications

The Communications Committee shall consist of three or more members of the council, the State Urban Forestry Coordinator, other public agency staff as approved by the State Urban Forestry Coordinator and others as appointed by the committee chair. The committee will work to improve both the quantity and quality of Wisconsin's urban forests by deepening public appreciation and expanding issue awareness related to urban forests. The committee shall augment the capacity of DNR staff and council members to design and execute public relations efforts. It shall develop and oversee the delivery of a consistent and compelling message. The committee shall regularly evaluate the effectiveness of public relations efforts and revise plans accordingly.

E. Executive

The Executive committee shall be composed of the Chair, Vice-Chair and Past Chair and will be staffed by the Executive Secretary. The committee shall be responsible for managing organizational process and function of the council. The Council Chair shall serve as chair of this committee.

2. The Chair, with the approval of the Council may appoint or discontinue ad hoc committees as the Chair deems necessary to achieve the objective of the Council.

A. The Chair of an Ad Hoc committee must be a member of the Council.

B. Council membership is not required of other members of Ad Hoc committees

Article VIII : Compensation of Members

1. All members of the Council and its committees shall serve without compensation, but may be reimbursed for their actual and necessary expenses incurred in the performance of their duties and, if such reimbursement is made, such reimbursement in the case of an officer or employee of this state who represents an agency as a member of the council shall be paid by the agency which pays the officer's or employee's salary.

2. Expense reimbursements are limited to those authorized for State employees.

Article IX : Rules of Order

1. The rules contained in the most current edition of Robert's Rules of Order shall govern all Council and Committee meetings.

Article X : Adoption and Amendments

1. These Bylaws shall be deemed adopted when approved by a majority of the members of the Wisconsin Ad Hoc Urban Forestry Advisory Council either in attendance at the meeting upon which a vote on these Bylaws is requested or by mail ballot.

2. These Bylaws may be amended by a two-thirds affirmative vote of the Council members attending a meeting or returning mail ballots provided that written notice of the proposed amendment has been mailed to the Council membership at least 30 days prior to the deadline for balloting.

Adopted:

April 15, 1991

Amended:

October 15, 1997

January 1, 2005

November 30, 2005

May 3, 2006